

## Owner/s details

Registered proprietor/s (landowner/s) or the authorised agent's details must be provided in this section. If there are more than two landowners please provide all relevant information on a separate page. Signature/s must be provided by all registered proprietors or by an authorised agent. **Alternatively**, a letter of consent, which is signed by all registered proprietors or by the authorised agent, can be provided.

Full name

Company/agency (if applicable)

ACN/ABN (if applicable)

Postal address

Town/suburb

Postcode

Signature

Date

Print name and position

(if signing on behalf of a company or agency)

## Applicant details

Name/company

Contact person

Postal address

Town/suburb

Postcode

Phone

Email

Signature

Date

Print name and position

(if signing on behalf of a company or agency)

**eLodgement**

Our preferred method of lodgement is online at  
[Planning Online \(https://planningonline.dplh.wa.gov.au\)](https://planningonline.dplh.wa.gov.au)

Online applications can be paid by credit card, debit card or cheque.

**Only complete this form if you cannot lodge your application online**

**Property details**

Certificate of title description of land:	Lot no.	<input type="text"/>	Location no.	<input type="text"/>
Plan or Diagram <input type="text"/>	Vol.	<input type="text"/>	Folio	<input type="text"/>
Certificate of title description of land:	Lot no.	<input type="text"/>	Location no.	<input type="text"/>
Plan or Diagram <input type="text"/>	Vol.	<input type="text"/>	Folio	<input type="text"/>
Local Government	<input type="text"/>			
Title encumbrances (e.g. easements, restrictive covenants)	<input type="text"/>			
Locality of development (house no., street name, suburb, etc)	<input type="text"/>			
Nearest street intersection	<input type="text"/>			
Existing building/land use	<input type="text"/>			
Description of proposed development and/or use	<input type="text"/>			
Nature of any existing buildings and/or use	<input type="text"/>			
Approximate cost of proposed development (excl. gst) \$	<input type="text"/>			
Estimated time of completion	<input type="text"/>			

Is the development within a designated bushfire prone area?    Yes ☐    No ☐

*If yes, please identify and address the bushfire risk (by including a BAL assessment(s) or BAL Contour Map and a Bushfire Management Plan with the application). Alternatively, include a justification why SPP 3.7 does not apply with the application.*

Is the development within the Bush Forever policy area?    Yes ☐    No ☐

Is the development within the Swan and  
Canning Rivers Development Control area?    Yes ☐    No ☐

**Office use only**

Acceptance officer's initials	<input type="text"/>	Date received	<input type="text"/>
Local Government reference No.	<input type="text"/>	Commission reference No.	<input type="text"/>

The information and plans provided with this application may be made available by the WAPC for public viewing in connection with the application.

**Additional Information to be provided on the MRS Form 1**

Is the development within a designated Bushfire Prone Area? ☐ Yes ☐ No

If 'yes', have bushfire hazard issues been identified and addressed (e.g. by providing a BAL Assessment(s) or BAL Contour Map and a Bushfire Management Plan with the application)? ☐ Yes ☐ No

☐ N/A

If NA is selected and the development is in a designated bushfire prone area then a short statement justifying why SPP 3.7 does not apply should be included.

Does your application require determination by a Development Assessment Panel? (DAP) ☐ Yes ☐ No

Please refer to the following website for DAP requirements: [www.dplh.wa.gov.au/daps](http://www.dplh.wa.gov.au/daps)

If yes, please complete DAP Application Form as per DAP requirements.

### Checklist (supporting information)

Please complete the checklist below and ensure that all the relevant information is provided with the application.

1. Completed Metropolitan Region Scheme (MRS) Form 1
2. Plans at a scale not less than 1:500 (A3) showing:-
  - (i) the location of the site including street names, lot number(s), north point and the dimensions of the site;
  - (ii) the existing and proposed ground and floor levels over the whole of the land that is the subject of the application, including details of proposed cut and fill, and retaining walls;
  - (iii) the location, metric dimensions, materials, finishes and type of all existing and proposed structures, including services, on the land that is the subject of the application and all existing structures and vegetation proposed to be removed;
  - (iv) the existing and proposed use of the site, including proposed hours of operation and buildings to be erected on the site;
  - (v) the existing and proposed means of access and egress for pedestrians and vehicles to and from the site;
  - (vi) the location, number, dimensions and layout of all car parking spaces intended to be provided, including provision for the disabled;
  - (vii) the location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas;
  - (viii) the location, dimensions and design of any open storage or trade display area and particulars of the manner in which it is proposed to develop those areas;
  - (ix) the nature and extent of any open space and landscaping proposed for the site; and
  - (x) proposed external lighting and signage.
3. Plans, elevations and sections, as appropriate, of any building or structure proposed to be erected or altered and of any building or structure it is intended to retain;
4. Any specialist studies that the responsible authority may require the applicant to undertake in support of the application such as traffic, heritage, environmental, engineering or urban design studies;
5. Any management plans the responsible authority may require to support or implement the application; and
6. Any other plan or information that the responsible authority may require to enable the application to be determined. This may include scale models or information in digital formats.

For additional information please refer to Development Control Policy 1.2

[www.dplh.wa.gov.au/getmedia/37533b97-e0ad-4947-9d00-c4d62fa92746/DCP\\_1-2\\_general\\_principles](http://www.dplh.wa.gov.au/getmedia/37533b97-e0ad-4947-9d00-c4d62fa92746/DCP_1-2_general_principles)

## Development application checklist - lodgement requirements

<b>Application signatures</b>	<p>The MRS Form is to be signed by the registered proprietor/s as shown on the certificate/s of title.</p> <p>Where the landowner/s cannot sign, an authorised agent can sign and attach evidence of the authority.</p> <p>If the subject land is owned by a company, you must confirm whether it is a sole proprietorship company and state the full name/s and position/s of the company signatory/ies.</p> <p>Appropriate company signatory/ies include one director and the company seal, two directors, or one director and one secretary.</p> <p>Eg: _____</p> <p style="text-align: center;">John F. Smith - Director                      Peter S James - Director Smith Pty Ltd                                      Smith Pty Ltd</p> <p>Or _____</p> <p style="text-align: center;">John F. Smith - Sole Director Smith Pty Ltd</p> <p>If the subject land is owned by a strata company, consent can be signed by the strata company secretary or by an elected person of the strata company providing proof of authority either by letter of delegated authority, signed by all strata owners or minutes showing delegated authority.</p>
<b>Certificate of Title</b>	Ensure the Certificate of Title/s is/are current (within 6 months) and provide copy/s.
<b>Change of name</b>	<p>Applications made by either private owners or companies who have changed names to that depicted on the Certificate of Title, must provide supporting documentation showing the change of name such as:</p> <ul style="list-style-type: none"> <li>• a transfer of land document that incorporates a lodgement receipt,</li> <li>• a company search from the Australian Securities and Investment Commission,</li> <li>• a marriage certificate or</li> <li>• a change of name certificate.</li> </ul>
<b>Contacts</b>	A contact name, phone and email address is essential, in the event more information is required and for issuing correspondence relating to the Department's decision.
<b>Contracts of sale</b>	<p>Where the land is subject to a contract of sale or offer and acceptance, evidence of landowner's consent must be provided. Relevant evidence may include;</p> <ul style="list-style-type: none"> <li>• an express provision of consent by the vendor on the contract of sale or offer and acceptance,</li> <li>• a letter of consent from the registered proprietor/s giving prospective purchaser/s consent to lodge the application or</li> <li>• a copy of the transfer of land document that incorporates a lodgement receipt.</li> </ul>
<b>Crown land</b>	Where the land is registered in the name of the Crown, the application form must be signed by an authorised officer of the Department of Lands, stating the name and position. Alternatively, a letter of consent from the authorised Crown land officer.
<b>Deceased estates</b>	Where the land is registered in joint tenants, a copy of the death certificate of the deceased landowner must be provided. Where the land is registered in tenants in common, a copy of the grant of probate or endorsed enduring power of attorney must be provided.
<b>Designated Bushfire Prone Area</b>	If the proposed development is located within a Bushfire Prone Area according to the Map of Bush Fire Prone Areas, then bushfire hazard issues should be identified and addressed (e.g. by providing a BAL assessment(s) or BAL Contour Map and a Bushfire Management Plan with the application). If NA is selected and the development is in a designated bushfire prone area then a short statement justifying why SPP 3.7 does not apply should be included.
<b>Emailed documents</b>	Emailed applications or documents are acceptable, however the application must be signed by the registered proprietor/s.
<b>Government agencies</b>	Where the land is registered in the name of a government authority, the application form must be signed by an authorised officer of the relevant authority, stating the name and position of the signatory/s. Alternatively, a letter of consent signed by an authorised officer.